

THE TULALIP TRIBES

Job Description

JOB TITLE: Child Support Enforcement Assistant (Temporary Position)

JOB NUMBER: TTT-146-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities

EDUCATION:

- ☐ Strong preference for experience in program or public administration.

SKILLS:

- ☐ Demonstrates effective program management skills.
- ☐ Demonstrates excellent oral and written communication skills.
- ☐ Demonstrates computer literacy.
- ☐ Demonstrates ability to interpret and follow policy.

EXPERIENCE:

- ☐ Minimum two (2) years program experience, including project management, training, setting expectations or performance of staff and completion of performance evaluation.
- ☐ Minimum two (2) years administrative experience, including records management, budget management and planning.
- ☐ Knowledge of child support enforcement guidelines and practices (Title IV-D requirements), tribal and non-tribal court proceedings, and State and Federal laws and regulations pertaining to child support enforcement.
- ☐ Knowledge or demonstrated ability to learn of the Office of Child Support Enforcement (OCSE), and other applicable agencies.
- ☐ Knowledge of tribal, state, and federal legal requirements associated with all aspects of confidentiality, grant and contract administration, personnel, some tribal TANF, and child support enforcement.

OTHER REQUIREMENTS:

- ☐ Must have valid driver's license, dependable vehicle and verified insurance.
- ☐ Must have successful work history with the Tulalip Tribes and other employers.
- ☐ Must have no disciplinary actions within one calendar year of submitting applications.
- ☐ Maintain strict confidentiality at all times.
- ☐ Must be flexible to respond to tribal needs at all times (nights, weekends, and/or holidays).

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- ☐ Manual and finger dexterity for the operation of a personal computer, office machines, and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.
- ☐ Mobility to climb stairs on frequent basis.
- ☐ Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers/employees.

Tribal Department: Child Support Enforcement Program

Employee Classification: Exempt

Job Summary: Provide legal, administrative, managerial, budgetary, and programmatic leadership to Child Support Enforcement Department. Works collaboratively with the Board of Directors and Executive leadership to develop the organizational mission, goals, objectives, and operating priorities. Interacts with the community to ensure delivery of culturally relevant and accessible services. Coordinates interagency agreements and referral relationships with Snohomish County, tribal and non-tribal police departments and courts, and tribal and non-tribal health and social services agencies. Oversee and administer grants and contracts, ensure adherence and compliance with grant and contract requirements.

Employee Reports To: Reservation Attorney Office Administrator

Extent of Job Authority: To perform duties in accordance with Tribal and Federal regulations, policies and procedures.

Specific Duties Performed:

1. Work on Child Support Enforcement ordinance; consult with Reservation Attorney's Office.
2. Develop policies and procedures to ensure compliance with federal legal requirements for child support enforcement program.
3. Prepare operating and project budgets, grant and contract proposals, service contracts, grant applications, periodic program extensions, requests, and program evaluation reports.
4. Administer programs in accordance with Tulalip procurement policies and procedures; research, prepare and coordinate periodic and ad-hoc financial and programmatic reports for internal and external audiences; and coordinate billing and collection of service delivery revenue (if applicable).
5. Administer, develop and coordinate child support enforcement program interval financial controls.
6. Ensure adherence to Tribal Employment Rights Ordinance (TERO), Tribal Youth Ordinance Occupational Safety and Health Administration (OSHA), and fire safety laws and regulations.

Term of Employment: The duties listed above are not an exhaustive list, it is expected that additional duties will be assigned according to the operating and business needs of Tulalip Tribe and the child support enforcement program. The Tulalip Tribes has smoke-free buildings, and a criminal background investigational and a urinalysis will be given prior to an offer of employment for this position. The Tulalip Tribes also reserves the right to periodically monitor urinalysis during employment.

Temporary Employee (full-time and part-time)

One who is appointed to a full or part-time position of specified limited duration, not to exceed six (6) months. Temporary full-time employees are eligible only for paid holidays, which occur during their employment period. Temporary part-time employees are not eligible for employee benefits. Temporary employees may be terminated for just cause or when they temporary job assignment has been completed. A temporary employee shall not become a regular employee by being employed in the temporary position for longer than six months.

Pav Range: \$27.73 Per Hour

Opening Date: December 5, 2006

Closing Date: December 21, 2006 at 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.